



**State of Hawaii
Department of Health
Clean Water Branch**

**Do NOT submit
this document.**

**Guidelines for the Signatory and Certification Statement
to NPDES Permit Applications**

The following requirements supercede those contained in EPA Form 3510-1: General Information with Signatory and Certification Statement to NPDES Permit Applications (Rev. 10-80).

Please complete and submit the "Signatory and Certification Statement to NPDES Permit Applications" with your application.

1. The permit application shall be signed as follows:
 - a. **For a corporation** – by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means:
 - i. A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or
 - ii. The manager of one (1) or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility or facilities including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
 - b. **For a partnership or sole proprietorship** – by a general partner or the proprietor, respectively; or
 - c. **For a municipality, State, Federal or other public agency** – by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes:
 - i. The chief executive officer of the agency, or
 - ii. A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).

2. All reports or responses to requests for information required by this office shall be signed by a person described in paragraph 1. above or by a duly authorized representative only if:
 - a. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, superintendent, or position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position.);
 - b. The authorization is made in writing by by the signer of the permit application; and
 - c. The written authorization is submitted (with the application and filing fee) to the Director of Health at the street or mailing address listed below:
 - i. Street Address
Clean Water Branch
State Department of Health
919 Ala Moana Boulevard, Room 301
Honolulu, Hawaii 96814-4920
 - ii. Mailing Address
Clean Water Branch
State Department of Health
P.O. Box 3378
Honolulu, Hawaii 96801-3378
3. Changes to authorization. If an authorization under paragraph 2. is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of paragraph 2 must be submitted to the Director of Health prior to or together with any reports, information, or applications to be signed by a duly authorized representative.